

DEPARTMENT OF THE AIR FORCE  
86TH AIRLIFT WING (USAFE)



# *Performance Evaluation and Recognition for Non-US Civilian Employees*

Admin / Payroll

☎ 480-9252 / 2470

86 MSS / DPCN

March 2002

Previous edition is obsolete

# Introduction

This booklet has been prepared to provide supervisors with a basic understanding of the Awards Program for Non-US civilian employees in Germany. The information is not intended to be all inclusive and does not take the place of regulations and instructions.

You, the supervisor, play a vital role in the success of the Incentive Awards Program. Money, praise, and public recognition can have a powerful impact on how well employees perform.

Employees seek recognition and distinction regardless of their grade or status in the organization. They need to feel that the work they are doing makes an important contribution to the mission of your organization.

The credibility of the awards program and its effect on employee morale and productivity depend largely on how you use it. Assure that the level of performance which earned an award has been significantly high, so co-workers recognize the justice in granting the award. An award is not an entitlement. The decision to grant or not to grant an award is a management prerogative.

Be sure to maintain confidentiality of award nominations during award processing.

SSPA:	Non-US Admin:	480-9252
Other Awards:	Non-US Payroll:	480-2470

## **REFERENCES:**

### **USAFE Instruction 36-716**

- Probationary Period Appraisal and
- Performance Evaluation
- Non-US Employees

### **USAFE Instruction 36-723**

- Chapter 3, Service Recognition Awards

### **USAFE Instruction 36-731**

- Non-US Citizen Honorary and Incentive
- Award

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# Annual Performance Evaluation

Performance evaluation is a continuing process and should be done on a regular basis. However, once a year, on or around 15 May, supervisors are required to conduct an annual performance evaluation on each LN-employee who has completed at least 90 days in the current position.

The major duties are outlined in the position description. Based on that parameter, supervisors are required to establish **performance standards** for each position in regards to **quality, quantity, and timeliness**. The performance standards serve as an instrument to measure the value of your employee's daily work. Supervisors should establish clear, and preferably written performance standards and ensure employees fully understand them. Employees should be informed **periodically** about their performance. **Let them know when they do well.** Point out where the performance needs improvement.



When you do the annual performance evaluation, have a private discussion with your employee. Make sure you annotate **Part B of Air Force Form 971**, Supervisor's Employee Brief. Both parties should initial and date all entries made on AF Form 971. The use of special rating forms for non-US employees is not authorized.

## Performance Evaluation

# Probationary Performance Evaluation

The probationary performance evaluation will be made **prior** to the end of the probationary period. Wage grade and salaried employees alike have an initial probationary period of three months. The probationary performance evaluation is done only **once** upon completion of the trial period after initial employment with the U S Forces. If you are unsure, check block 13A of AF Form 825, Notification of Personnel Action. If that block is blank the employee has already completed the probationary period. Since you have to forward AF Form 825 to the employee, make sure you annotate AF Form 971, Supervisor's Employee Brief, accordingly. This evaluation determines whether an employee will be retained, reassigned, or separated. Please, update AF Form 971, Supervisor's Employee Brief accordingly. If the employee's performance is not satisfactory, consult the Civilian Personnel Flight well ahead of the end of the probationary period. Your Employee Management Relations Specialist (EMR) will assist you in taking the appropriate steps.

NOTIFICATION OF PERSONNEL ACTION/BESTÄTIGUNG EINER PERSONALMASSNAHME (NON-US. (GERMANY))					
1. NAME (Last, First, Middle Initial) (Name: Familien-, Vor-, Mittelname)		1a. ECN (Pers. Nr.)		1b. CITIZENSHIP CODE (Staatsangeh. Schlüssel)	
1c. ADDRESS (Anschrift)		2. DATE (YYYYMMDD)/PLACE OF BIRTH (Geburtsdatum (JJJJMMTT)/-ort)		3. EFF. DATE (YYYYMMDD) (Wirksam am JJJJMMTT)	
4. NATURE OF ACTION (Art der Maßnahme)			5. NATURE OF ACTION (Art der Maßnahme)		
6. EMPLOYING ORGANIZATION AND DUTY STATION (Beschäftigungsdienststelle/-ort)			7. ACCT. CLASS/COST CENTER CODE (Buchhaltungskontonummer/ Kostenstellenbezeichnung)		
8. POSITION TITLE AND NUMBER (Stellenbezeichnung u. Nummer)			PAYROLL NUMBER/Lohnlisten-Nummer		
			7a. NEW (New)      7b. OLD (Alt)		
9. CLASSIFICATION (Eingruppierung)					
10. BREAKDOWN OF BASIC COMPENSATION (Aufschlüsselung der Grundvergütung)		DM		12. OTHER PAY (Sonstige Bezüge)	
A. WAGE/SALARY PER SCALE (Tabellensohn/-gehalt)				A. INCUMBENCY ALLOWANCE (Besitzrand)	
B. OVERTARIFF PAY SUPPLEMENT (Übertarifliche Zulage)				B. SEVERITY ALLOWANCE (Erschwerungszulage)	
C. LEADER/MEISTER SUPPLEMENT (Vorarbeiter/Meisterzuschlag) _____ %				C. FUNCTIONAL ALLOWANCE (Funktionszulage)	
D. PERSONAL SUPPLEMENT (Persönliche Zulage) _____				D. LAUNDRY ALLOWANCE (Wäschegeld)	
E. _____				E. CLOTHING ALLOWANCE (Kleiderzulage)	
F. _____					
11. BASIC COMPENSATION (Grundvergütung)				G. _____	
MISCELLANEOUS DATA (Sonstige Angaben)					
A. PROBATION PERIOD (Probezeit bis)				C. EOD DATE (Anrechenbare Beschäftigungszeit) US FORCES	
B. REG. WORKHOURS (Regelmäßige Arbeitszeit)		<input type="checkbox"/> PW <input type="checkbox"/> PM		D. EOD DATE (Anrechenbare Beschäftigungszeit) ART 8 CTA II	
14. REMARKS (Anmerkungen)					
15. SIGNATURE OF EMPLOYEE (Unterschrift des Arbeitnehmers)		16a. FOR THE APPOINTING AGENCY (Printed Name and Signature) (Für die Beschäftigungsdienststelle - Name in Druckbuchstaben und Unterschrift)		16b. DATE (YYYYMMDD) (Datum JJJJMMTT)	

AF FORM 825, JUN 99 (EF-V1) (JetForm FormFlow 2.15)

PREVIOUS EDITION WILL BE USED

(OVER)

## Sample AF Form 825

## Exit Evaluation

Supervisors are required to conduct an exit evaluation upon termination of employment in the event of an employee's retirement, resignation, or separation. This evaluation covers the entire period of employment with the respective organization and serves as the basis for a certificate of service or testimonial. **USAFE Form 199** will be completed and forwarded to the Civilian Personnel Flight well in advance to the employee's termination date.

EMPLOYMENT INQUIRY					
POSITION TITLE	PAY	EMPLOYED			
		FROM (YYYYMMDD)	TO (YYYYMMDD)		
IF NO LONGER IN YOUR EMPLOY, SHOW REASON FOR LEAVING:					
WOULD YOU REEMPLOY APPLICANT IN THE SAME POSITION? <input type="checkbox"/> YES <input type="checkbox"/> NO (IF "NO", GIVE REASONS HERE.)					
GIVE YOUR RATING BY CHECK MARK IN THE APPROPRIATE SQUARE	INSUFFICIENT OPPORTUNITY TO OBSERVE	VERY GOOD	GOOD	ADE- QUATE	UNSATIS- FACTORY
JOB CAPABILITY ( <i>Knowledge and skills applicable to the job performed</i> )					
JOB ACCOMPLISHMENT ( <i>Meeting of time, quantity and quality requirements</i> )					
INITIATIVE AND DEPENDABILITY ( <i>Ability to work independently without detailed instructions or close supervision</i> )					
COOPERATION ( <i>Team worker</i> )					
ADJUSTABILITY ( <i>Ability to adjust to people, new methods, or changed working environments</i> )					
EMOTIONAL STABILITY ( <i>Poise and judgment in meeting adverse or emergency situations. Ability to work under pressure</i> )					
DEPORTMENT ( <i>Courteous in daily contacts. Maintains good working relationship</i> )					
SUPERVISORY CAPABILITIES ( <i>Ability to supervise other employees and organize work</i> )					
PLEASE COMPLETE HERE THE EVALUATION OF THE APPLICANT, ESPECIALLY AS TO SINCERITY, TRUSTWORTHINESS, HONESTY AND CAPABILITIES OR WEAKNESSES NOT YET MENTIONED.					
DATE (YYYYMMDD)	NAME OF ORGANIZATION		YOUR POSITION OR TITLE AND SIGNATURE		

USAFE FORM 199, 19830401 (EF-V3) PREVIOUS EDITION WILL BE USED

**Sample USAFE Form 199**

-----**Letters of Recognition:**

## Letter of Appreciation

### **PURPOSE**

To express appreciation to an employee for his/her work performance, act, or service which exceeds your expectation.

### **AWARD**

Consists of a personalized letter and, as an option, a certificate (AF Form 3033).

### **MONETARY AMOUNT**

None.

There is **no limit** on the number of letters and certificates of appreciation that an employee may receive. The award will be recorded on AF Form 971 and a copy will be forwarded to the Civilian Personnel Flight to be filed in the employee's Official Personnel Folder. The award will also be documented in the civilian personnel data system.

### **ELIGIBILITY**

Any Non-US civilian employee.

### **PROCEDURE**

Can be submitted any time through respective supervisory channels. The letter (certificate) is signed by the employee's immediate supervisor, higher-level supervisor, or any person wishing to recognize the service rendered. The letter is forwarded through the employee's supervisory channels.

### **FORMAT**

Memorandum on either plain or letterhead stationary.

### **APPROVING AUTHORITY**

Anyone who has knowledge of the accomplishment to be recognized can submit it

### **FORM REQUIRED**

Optional but recommended: AF Form 3033.



**Sample AF Form 3033**



## Letter of Commendation

### **PURPOSE**

To recognize a Non-US civilian employee for his/her commendable achievements or contributions which clearly exceed expected performance

### **AWARD**

Consisting of a personalized letter, and as an option, a certificate.

### **MONETARY AMOUNT**

None.

### **ELIGIBILITY**

Any Non-US civilian employee.

### **PROCEDURE**

Submit any time. Letter is signed and presented by the commander or the director of a major organizational unit. The letter should be on official letterhead stationary subject: "Letter of Commendation." It should be addressed to the employee through supervisory channels. Terminology such as "I commend," or "achievement was commendable," must be used in the letter with

reference to the specific accomplishment or service rendered. **Do not use** "I appreciate," "thanks for a good job," as this terminology does not meet the criteria.



Sample AF Form 3034

### **APPROVAL AUTHORITY**

Commander or director of a major organizational unit.

### **FORM REQUIRED**

As an option, AF Form 3034. There is **no limit** on the number of letters and certificates of commendation an employee may receive. The award will be recorded on AF Form 971, Supervisor's Employee Brief. Forward a copy to the Civilian Personnel Flight to be filed in the employee's Official Personnel Folder. The award will also be documented in the civilian personnel data system.

## Sustained Superior Performance Award

### PURPOSE

To recognize Non-US employees for performance of duty **clearly** exceeding performance standards **for at least a 12 month period**.

### AWARD

Consisting of a Certificate (AF Form 2858) **which is prepared by the nominating office** and a cash award ranging from **one to five percent** of the employee's annual salary

### ELIGIBILITY

The 12-month evaluation period must have been in the same grade, in the same position and the same organization.

### EXCEPTIONS:

Downgrade other than cause. Upgrade to target grade or as a result of position classification survey.



**Sample of AF Form 2858**

## **PROCEDURE**

### **First-Level supervisor:**

- Submits nomination memorandum and a written justification comparing the performance standards with the actual accomplishments
- Proposes award amount by **indicating the amount only (Euro)**. Award amount must be minimum of **one percent**, but cannot exceed **five percent** of the employee's annual salary

### **Second-level supervisor:**

- Reviews nominations.
- Approves award and submits nominations to the CPF, ATTN: DPCN. Makes sure that nominations of 4 percent and over must be approved by three-letter office symbol officials. (Within your organization special procedures may apply, i.e. approval of funds).
- Suspense date for submission of award nomination is **15 July**  
This is 60 days after the annual performance evaluation cycle for Non-US employees (15 May of each year)

### **Civilian Personnel Flight**

- Reviews the Official Personnel Folder and determines employee's eligibility.
- Verifies that award amount in Euro is within the one to five percent salary range.
- Directs payment through the Administration of Defense Costs (ADC)
- Files a copy of the nomination memorandum in the employee's Official Personnel Folder.
- Ascertains that the award is documented in the civilian personnel data system
- Forwards certificate to the organization for presentation by the manager in an appropriate ceremony

### **Award Presentation to Employee**

The Award Certificate should be presented to respective employees by the Commander of the organization/unit or a person high enough in the chain of supervision and in an appropriate ceremony.

# SAMPLE

DEPARTMENT OF THE AIR FORCE  
86<sup>th</sup> AIRLIFT WING (USAF)

20 June 2002

MEMORANDUM FOR 86 MSS/DPCN

FROM: YOUR ORGANIZATION

SUBJECT: Non-US Employee Award Nomination

**Name of Award:** Sustained Superior Performance Award

**Name of Nominee:** JEDERMANN, Marianne

**Personnel Number:** 1234F0123

**Period of Service:** 16 May 2001 - 15 May 2002

**Position Title and Grade:** Clerk, C-4A Step 5

**Salary:** Euro (annual)

**Award Amount only** €

**Recommending Official,  
Signature and Title  
Telephone Number** JOHN W. DOE, SMSgt  
Operations Superintendent  
480-0123

**Authorizing Official,  
Signature and Title** THOMAS X. BLUE, Maj, USAF  
Commander

**Date:**

**Reviewed by  
Civilian Personnel Flight**

completed by CPF

**Date:**

Attachment:  
Justification

# Notable Achievement Award

## **PURPOSE**

To recognize an employee or a group of employees for a special act or service which resulted in a noteworthy contribution.

## **AWARD**

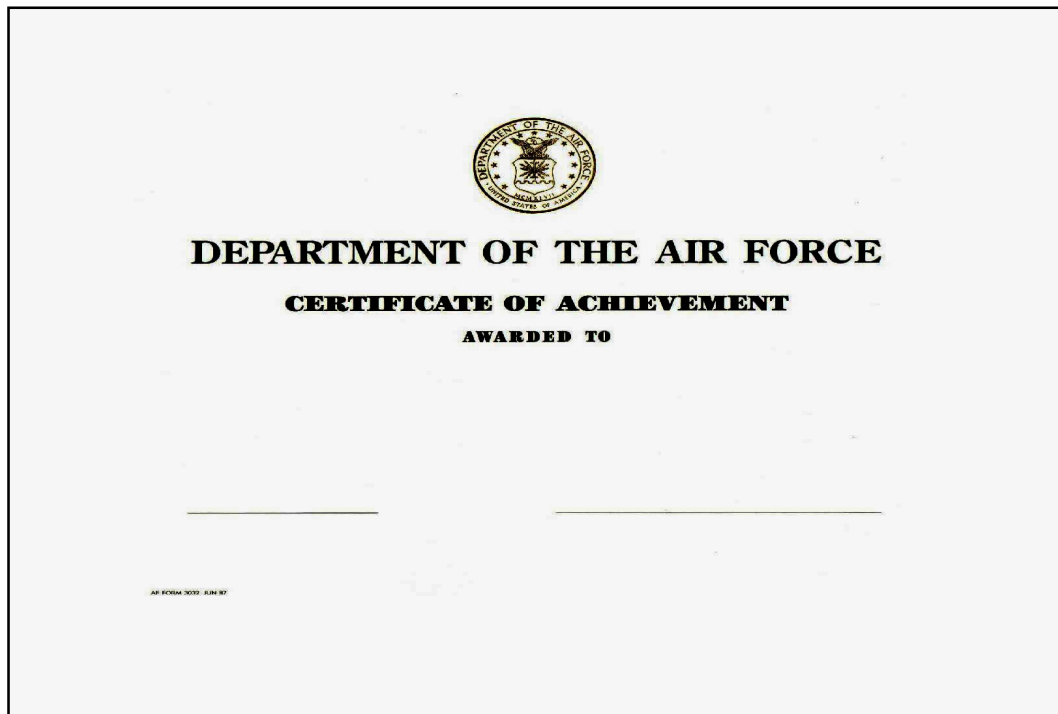
Certificate (AF Form 3032) with a cash award ranging from **\$ 25** to **\$ 500**.

## **ELIGIBILITY**

Non-US employee who has made personal effort resulting in the elimination of a wasteful or inefficient practice, or the enhancement of mission effectiveness as a one-time occurrence, or a short time period. Sample AF Form 3032

## **Some other examples:**

- Displaying initiative, perseverance and dedication to duty.
- Improving work methods or procedures.
- Eliminating or minimizing safety hazards.
- Increasing productivity.
- Saving time, money and resources.
- Improving customer service to the public.



**Sample AF Form 3032**

## **PROCEDURE**

Supervisor submits a nomination memorandum and a justification describing the employee's achievement to the second level supervisor. Nomination has to be submitted within 30 days of the noteworthy contribution.

## **FINAL APPROVING AUTHORITY**

Second-level supervisor approves the Award Nomination and forwards to the Civilian Personnel Flight ATTN: DPCN.

(Special procedures within your organization may apply, i.e. approval of funds).

## **MONETARY AMOUNT**

Based on the benefits received by the government AWARD amounts may range from \$ 25 to \$ 500. There is no limit on the number of Notable Achievement Awards that a Non-US employee may receive. The award must not be granted for a contribution of a previously granted award. A copy of the nomination memorandum will be filed in the employee's Official Personnel Folder and the award is documented in the civilian personnel data system.

## **Civilian Personnel Flight (CPF):**

- Reviews nomination
- Directs payment of the award through the office of Administration of Defense Cost (ADC)

## **FORMS REQUIRED**

AF Form 3032 (Certificate of Achievement) is prepared by the nominating office and is signed by the nominating supervisor. The award should be presented in an appropriate ceremony.

# SAMPLE

## Notable Achievement Award

20 May 2002

MEMORANDUM FOR 86 MSS/DPCN

FROM: YOUR ORGANIZATION

SUBJECT: Non-US Employee Award Nomination

**Name of Award:** Notable Achievement Award

**Name of Nominee:** JEDERMANN, Marianne

**Personnel Number:** 1234F0123

**Period of Service:** 15 Jan 02 – 31 Mar 02

**Position Title and Grade:** Clerk, C-4A Step 5

**Award Amount:** \$

**Recommending Official,  
Signature and Title  
Telephone Number** JOHN W. DOE, SMSgt  
Operations Superintendent  
480-0123

**Authorizing Official,  
Signature and Title** THOMAS X. BLUE, Maj, USAF  
Commander

**Date:**

**Reviewed by  
Civilian Personnel Flight** completed by CPF

**Date:**

Attachment:  
Justification

## **Length of Service Recognition**

Local national employees are recognized for completion of periods of service in 5-year increments, beginning with 10 years of service.

### **10 and 15 Years of Service**

The **organizational unit prepares USAFE Form 221**, Certificate of Achievement, with employee's name, number of years of service and eligibility date. The commander signs and presents the certificate and a pin in an appropriate setting. The Civilian Personnel Flight will notify the organization when employees are eligible. Starting with 20 years of service the certificates are prepared by the Civilian Personnel Flight and presented together with a service pin during an **official Length of Service Awards Ceremony**. Honorees are invited to bring their spouses to this event. Commanders, supervisors and coworkers are encouraged to attend as well.



**Sample USAFE Form 221**



For DLA and DeCA organizations, other procedures apply

## **20, 25, 30, 35, 40, 45 Years of Service**

Honorees with 20,25,30,35 years of service receive a certificate USAFE Form 221 and a pin. Honorees with 40 and 45 years of service receive a certificate AF Form 3033 and a pin. Additionally all of the above categories are authorized three days of special leave. This one-time leave entitlement may be taken any time after the eligibility date, however, not later than the end of the following calendar year.

## **25 Years of Service**

In addition to the certificate (USAFE Form 221) and pin, the honoree receives a bonus of 306.78 Euro.

## **40 & 50 Years of Service**

The honoree receives a certificate (AF Form 3033) and pin and also a bonus of 1.022.58 Euro



**Sample AF Form 3033**

## Recognition Upon Retirement

Retiring Non-US employees are recognized for their loyal service if they have completed at least 10 years with the US Forces, or at least 5 years if the service rendered included significant acts or contributions.

### AWARD

Certificate of Appreciation, AF Form 3033

### PROCEDURE

Civilian Personnel Flight (CPF) will prepare the certificate and forward it to the organizational commander/Installation Commander for signature. Upon request CPF will also prepare a Certificate of Appreciation, USAFE Form 3033, for the spouse if applicable.

The certificate(s) should be presented by the commander in an appropriate ceremony.



Sample USAFE Form 3033

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